

8 February 1955

MEMORANDUM FOR THE RECORD

SUBJECT: Proposed N [] Hours of Work, Overtime and Holiday
Work; Recommendations on

1. Page 7, Paragraph 8a(5). Recommend that the distribution information in this paragraph be placed after subparagraph (8) on page 8, and that it be worded similar to the following:

The request covering each allotment account shall be prepared for distribution as follows:

- (a) The original (signed) for retention by the Time and Attendance Clerk and subsequent forwarding with Time and Attendance Reports to the appropriate payroll office.
- (b) A conformed (facsimile signature) copy for the office Budget and Fiscal Officers.
- (c) A conformed copy for return to and retention by the allottee.

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Chief, Reports and Correspondence
Management Branch